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MICHIGAN DEPARTMENT OF CORRECTIONS

4835-3318

DISBURSEMENT AUTHORIZATION (EXPEDITED LEGAL MAIL - PRISONER)

CSJ-318 05/02

Please PRINT clearly illegible and/or incomplete forms will not be processed.

Lock

Institution

Prisoner Number

Prisoner Name (Print Clearly)

☒ Legal Postage☐ Filing Fee \$☐ Certified Mail (Must Be a Court Ordered Requirement)☐ New Case☐ Case Number

Pay To:

Mailing Address:

The following section must be completed in Authorizing Staff Member's presence.

Prisoner Signature:

Date & Time Submitted:

Received By

(Print Name & Title):

Staff Signature:

Date & Time Received by Authorizing Staff:

Authorization Denied:

☐ Does not meet definition of legal mail or court filing fee as identified in CFA OP 05.03.118.☐ Not hand delivered to authorizing staff member.☐ New case or case number not on form.☐ Does not include court order for handling as certified mail.☐ Other☐ Prisoner refused to sign & date in staff member's presence.

Section below to be completed by Mail Room Staff

Placed in Mail by

(Print Name & Title):

Signature:

Postage Amount: \$

Date & Time placed in outgoing Mail:

Only Business Office Staff are to Write in the Section Below

Obligation Amount	Actual Expense

☐ Court filing Fee Denied due to NSF.

Date Posted:

Date & Time Copy Sent to Prisoner:

Processed By

(Print Name & Title):

Signature:

DISTRIBUTION: White - Prisoner Accounting Canary - Prisoner Pink - Counselor's File Goldenrod - Prisoner